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Security

**THE ANTITERRORISM/FORCE PROTECTION
(AT/FP) PROGRAM STANDARDS**

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This instruction supplements AFI 31-210, 1 August 1999, and the AMC supplement, 1 June 2000. This instruction implements Andrews AFB Antiterrorism/Force Protection (AT/FP) program standards for on- and off-base resources and consolidates the procedures and criteria that support the AMC AT/FP program.

1.6. (AMCS1). Unit commanders or their designated representatives have primary responsibility for ensuring compliance with this instruction. Unit commanders or their designated representatives will ensure their personnel are aware of the AT/FP program and requirements contained in this instruction.

3.1.1.1. (AMCS1). The 89th Airlift Wing (AW) Installation Security Council (ISC) will act as the installation corporate structure and be the approving authority for initiatives recommended by the Force Protection Working Group (FPWG).

3.1.1.1.1. (Added) The FPWG will be chaired by the 89 SPTG/CC, or the 89 SFS/CC when designated. The FPWG will consist of representatives from the operations group (OG), logistics group (LG), communications group (CG), Presidential Airlift Group (PAG) and medical group (MDG) and the following tenant units; 113 WG, 459 AW, Air National Guard Readiness Center and Naval Air Facility. Additionally, a representative from contracting, civil engineers (SPTG representative), and the comptroller's office will attend FPWG meetings. The FPWG will meet bi-monthly or as directed by the chairperson. Representatives will be at the field grade officer or senior NCO level and their appointment will be designated in writing and forwarded to the 89 SFS/SFOF. Designation letters will include full name, rank, SSN, duty phone, and e-mail address.

3.1.1.1.2. (Added) FPWG members are tasked as follows:

3.1.1.1.2.1. (Added) All – Will attend regularly scheduled FPWG meetings, coordinate AT exercises in concert with 89 AW/IG, track and assist other units in assessing discrepancies, ensure sufficient unit members are trained to conduct Level I AT training, monitor unit implementation of random AT measures (RAMs), participate in risk analysis, vulnerability assessments, review Threat Condition (THREATCON) measures and other duties as directed by the FPWG chairperson.

3.1.1.1.2.2. (Added) Security Forces – Designate a 89 AW AT/FP officer and/or NCO; 89 SFS/CC will chair the FPWG as designated; be the focal point for all AT/FP initiatives, coordinate vulnerability assessments (not to exceed every 3 years), is the OPR for the AT/FP plan and this supplement, and any additional tasking as outlined in FI 31-210 and the AMC supplement. Security forces will review and sign off on all AF Forms 332, **Base Civil Engineer Work Request**, that may affect AT measures/procedures. Additionally, security forces will provide the recorder for the FPWG.

3.1.1.1.2.3. (Added) Civil Engineers – Provide guidance on construction projects, track and provide updates for open work orders associated with assessments and ensure all facility construction and rehabilitation projects are coordinated with security forces prior to initiation. Additionally, a representative will assist security forces in the creation and implementation of a barrier plan.

3.1.1.1.2.4. (Added) Medical – Provide guidance on the installation's ability to react to chemical/biological attack to the installation; make recommendations to improve the installation's ability to respond to and mitigate the effects of a possible attack.

3.1.1.1.2.5. (Added) Contracting – Will provide guidance on existing contracts and provide contractor information for FP projects.

3.1.1.1.2.6. (Added) Comptroller – Will provide guidance and seek funding resources to fund FP initiatives.

3.1.1.1.2.7. (Added) Presidential Airlift Group – Will provide guidance on their unique mission and assigned critical assets, which are essential to the wing mission.

3.1.1.1.2.8. (Added) Operations/Logistics/Communications Group - Will provide guidance on mission capabilities, assigned critical assets, and resources essential to the overall wing mission.

3.1.1.1.2.9. (Added) Tenants Units – The 113 WG, Naval Air Facility, 459 AW, and Air National Guard Readiness Center will provide guidance on their missions and assigned critical assets. The Air Force Office of Special Investigation (33 FIS) and the 749 Ordnance Detachment (EOD) will be consulted to provide information on the local threat and blast effect, respectively.

3.1.1.2. (Added) The 89 AW AT/FP Officer/NCOIC are the 89 AW representatives at the Joint Combating Terrorism Working Group in the National Capital Region (NCR) and the Maryland Joint Terrorism Group, sponsored by the US Army Military District of Washington (MDW) and Maryland State Police Criminal Enforcement Command, respectively. Representatives will attend regularly scheduled meetings, manning permitting.

3.2.1.3.1. (AMCS1). The FPWG will discuss AT initiatives that will enhance installation mission readiness. As a minimum, these initiatives will be FPWG agenda items twice a year (Mar and Sep). Proposals deemed to have wide-ranging impact will be researched and presented to the ISC. Initiatives approved by the ISC will be submitted to AMC/SFOX for requested funding using the format identified in AFI 31-210, AMC Sup 1. Hazards, which cannot be controlled to an acceptable level, will be forwarded to the 89 AW/CC for disposition.

3.2.2. (AMCS1). The 89 AW AT/FP Officer/NCOIC is the OPR for this supplement, which implements the 89 AW AT/FP program.

3.2.4. (AMCS1). The FPWG will make annual recommendations to the 89 AW/CC for FP requirements consideration during the Integrated Unfunded Requirements (IUR) process.

3.2.4.1. (AMCS1). The FPWG will forward Combating Terrorism Initiative Fund (CbTRIF) requests, due to unanticipated requirements and changes in the terrorist threat level or FP doctrine/standards, to the ISC for approval. Initiatives approved by the ISC will be submitted to AMC/SFOP for requested funding.

3.3.4.1. (AMCS1). The 89 AW AT/FP Officer/NCOIC, in coordination with 89 AW/IG, will plan, execute and evaluate AT exercises. Intel and OSI will assist in the planning and evaluation phase to ensure realistic scenarios and accurate assessment of capabilities. The AT exercises should be conducted semi-annually, but at least annually and may be combined with other exercises.

3.12.1. Coordination between Joint Combating Terrorism Working Group (JCTWG) in the NCR, 89 AW and US Army MDW. (Ref Memorandum of Agreement.)

3.12.1.1. (Added) The 89 AW AT/FP Officer/NCOIC will immediately notify the JCTWG 24-hour control center at (202) 685-2867 or e-mail address <mailto:eocwatchdesk@fmmc.army.mil> when Andrews AFB changes THREATCON levels and provide a brief synopsis of the situation. NOTE: Classified information will be discussed via STU III or SIPRNET.

3.12.1.2. (Added) JCTWG 24-hour control center will immediately notify the 89 AW Security Forces Law Enforcement Desk (LED) and 89 AW Security Forces Central Security Control (CSC) will be contacted via telephone and/or e-mail when a military installation in the NCR changes THREATCON levels and will provide a brief unclassified synopsis of the situation. **NOTE:** Classified information will be discussed via STU III or SIPRNET.

3.12.1.2.1. (Added) When the 89 AW LED or 89 AW CSC receives a telephone or e-mail notification from the JCTWG 24-hour control center they will immediately notify 89 AW AT/FP Officer/NCOIC.

3.12.1.2.2. (Added) The 89 AW AT/FP Officer/NCOIC upon receipt of THREATCON change affecting the NCR will notify the 89 SFS/CC and request the 89 AW Threat Working Group (TWG) be formed, if appropriate.

3.13.1.4. (AMC). Random antiterrorism measures (RAMs) are security measures taken from THREATCONS and employed to supplement lower THREATCONS at random locations and times.

3.13.1.4.1. (Added) The implementation of a RAM program has three objectives under the goal of deterring terrorism:

3.13.1.4.1.1. (Added) Tests which security measures provide the most security while minimizing cost (in personnel and resources).

3.13.1.4.1.2. (Added) Increases security awareness through training and job enrichment.

3.13.1.4.1.3. (Added) Seeks to deter terrorist attacks on Department of Defense facilities and personnel by creating an outwardly unpredictable security atmosphere.

3.13.1.4.2. (Added) The 89 AW AT/FP Officer/NCOIC will send a 90-day listing (see **Attachment 7 (Added)**) to designated unit commanders containing tasked units, dates, times, and location the RAM will be conducted. All RAMs will be conducted during units' normal duty hours. The 89 AW/CC is the approval authority for the 90-day listing.

3.13.1.4.3. (Added) The specified commander or their designated representative will check the 90-day listing for the date, time and location their unit is to conduct a RAM. Upon completion of the RAM, the RAM check sheet (see **Attachment 8 (Added)**) will be completed and forwarded to 89 SFS/SFOF. If for any reason the RAM cannot be conducted, the unit will notify their respective unit or group AT/FP repre-

sentative. The unit/group AT/FP representative will in turn notify the 89 SFS/SFOF on the first duty day after the RAM was not conducted and give the circumstances surrounding the cancellation. Cancellation of unit RAMs will be coordinated through the respective unit commander.

3.13.1.4.4. (Added) Any unit personnel, designated by the unit commander or their representative, may conduct RAMs.

3.13.1.4.5. (Added) At no time will the person or persons conducting the RAM search an individual's personal items (e.g. purses, bags and packages). If any problems or suspicious activity or persons are encountered, the unit will contact the LED as soon as possible with the details to obtain timely and appropriate assistance.

3.13.1.4.6. (Added) When conducting RAMs that require the verification of identification cards, entry will be allowed if the person is in possession of one of the following valid forms of identification (**NOTE** – if RAMs are conducted in controlled/restricted areas established procedures will be followed):

3.13.1.4.6.1. (Added) DD Form 2, **Active Duty Identification Card**.

3.13.1.4.6.2. (Added) DD Form 1173, **Dependent Identification Card**.

3.13.1.4.6.3. (Added) DD Form 2 RET, **Retired Military Identification Card**.

3.13.1.4.6.4. (Added) DD Form 2 RES, **Reservist Identification Card**.

3.13.1.4.6.5. (Added) DD Form 2574, **AAFES Employee Identification Card**.

3.13.1.4.6.6. (Added) AF Form 354, **Civilian Identification Card**.

3.13.1.4.6.7. (Added) Valid contractor's pass.

3.13.1.4.6.8. (Added) College students with a pass from an on-base college and valid photo identification.

3.13.1.4.6.9. (Added) Federal, state, county or city officials who present identification credentials from their agency.

3.13.1.4.6.10. (Added) Individuals with proper White House identification.

3.13.1.4.6.11. (Added) NCR badges and personnel in their vehicle.

3.13.1.4.6.12. (Added) Commercial vending personnel in possession of an invoice showing their destination.

3.13.1.4.6.13. (Added) DD Form 4, **Delayed Enlistment Document**, and valid photo identification.

3.13.1.4.6.14. (Added) Officer and Enlisted Club Cards. This form of identification can be used to enter the installation and for services at nonappropriated funds facilities, i.e. enlisted and officers clubs and the Sports Page lounge.

3.13.1.4.7. (Added) Any person whose identity can be verified through personal recognition by an assigned unit member or is in possession of an AAFB Form 33, **Visitors Pass**, may be allowed entry.

3.13.1.4.8. (Added) Personnel not in possession of one of the above listed forms of identification will be denied entry.

3.13.1.4.9. (Added) All RAMs conducted by security forces may be conducted throughout the installation and will normally be conducted during periods when other units are off duty.

3.13.1.4.9.1. (Added) All RAMs will be recorded in the security forces blotter as “RAM” and will include initiation and termination times and the results of the check. The 89 AW AT/FP Officer/NCOIC will send a 90-day listing (see [Attachment 7 \(Added\)](#)). This listing will be separate from RAMs conducted by other units and will be treated as “For Official Use Only”. This list will designate the dates, times and location the RAM will be conducted. The 89 AW/CC is the approval authority for the 90-day listing.

3.13.1.4.9.2. (Added) The flight commander/chief may cancel checks based on mission requirements, extremely foul weather or safety issues. An entry will be recorded in the security forces blotter indicating cancellation and the circumstances surrounding the cancellation.

3.13.1.4.9.3. (Added) Designated personnel will respond to the predetermined location NLT 5 minutes prior to the start time. The checks will be conducted as follows:

3.13.1.4.9.3.1. (Added) Established selection criterion will be consistent throughout the period of the checks.

3.13.1.4.9.3.2. (Added) Military working dog (MWD) teams conducting a walk around/through of a specific location will make a complete check of the designated area. Should the dog alert, follow appropriate checklists. No AF Form 3131, **General Purpose**, will be required.

3.13.1.4.9.3.3. (Added) Parking an SF vehicle at a designated location. The vehicle can be manned or unmanned and need not be operational.

3.13.1.4.9.3.4. (Added) Random license plate checks conducted at a designated location. Four plates will be checked and run through the National Law Enforcement Terminal System (NLETS). The NLETS print out will be attached to the AF Form 3131.

3.13.1.4.9.3.5. (Added) Vehicle checks can be conducted anywhere on base or at the gates. The vehicle operator will be informed of the purpose of the stop.

3.13.1.4.9.3.5.1. (Added) The vehicle operator will be requested to move the vehicle out of the traffic lane to a safe location, turn off the motor, open the glove compartment, trunk and doors, have all occupants disembark the vehicle and move to a safe location.

3.13.1.4.9.3.5.2. (Added) The patrolman will make a check of the exterior of the vehicle first and then the other areas.

3.13.1.4.9.3.5.3. (Added) When available, an explosive detection MWD team will check the outside of the vehicle.

3.13.1.4.10. (Added) If a person refuses to submit to a RAM, the following will apply:

3.13.1.4.10.1. (Added) If active duty, the SF will request authority to search through the installation's search authority (Support Group Commander). The active duty member will be detained and transported to the LED under the provisions of Article 92 of the UCMJ. The individual's first sergeant or commander will be contacted, briefed and requested to respond.

3.13.1.4.10.2. (Added) If civilian, the vehicle operator will be informed that refusal to permit the inspection will result in denial of access to the installation. A blotter entry will be made of this refusal using the vehicle license plate number and vehicle operator's name, if known. If already on base, the operator will be detained and the installation's search authority (SPTG commander) will be contacted for search authorization. The vehicle operator will be given a verbal order not to reenter the installation.

3.13.1.4.11. (Added) In all cases where contraband is detected, the operator of the vehicle will be requested to grant permission to search their vehicle via AF Form 1364, **Consent for Search and Seizure**. If permission is not granted, search authorization will be requested.

3.13.1.4.12. (Added) A blotter entry and AF Form 3545, **Incident Report**, will be accomplished in all cases involving refusal of a voluntary vehicle inspection.

3.13.1.4.13. (Added) During the course of any vehicle or building inspection where contraband, explosives or any type of explosive making material is discovered, the inspection will be terminated and notifications made for further guidance.

3.13.1.4.14. (Added) RAM checks will not be transmitted over the net. Vehicle, building and license plate checks will be logged on RAM check sheet (see **Attachment 9 (Added)**) and a blotter entry will be made giving time, location, results and who conducted the check.

3.17.2.1. (AMCS1). The FPWG will review all THREATCON measures, listed in OPLAN 31, *Installation Security Plan, February 2000*, semi-annually (Apr and Oct). This review will be documented in the FPWG minutes. Recommendations will be forwarded to the ISC for final approval.

3.18.2. (AMCS1). The 89 AW AT/FP Officer/NCOIC will maintain close coordination with local/federal authorities for protection of personnel residing in Summerfield housing. This will be facilitated through the Summerfield Security Office (89 SFS/SFOOS).

3.22.2. (AMCS1). The installation deployment officer (IDO) will contact Intel or OSI to schedule predeployment threat briefings for mass deployments to contingency or forward operating locations. Briefings will consist of the current terrorist, criminal and military threat at the deployed location.

3.22.2.1. (Added) Unit deployment officers (UDO) will contact Intel or OSI to schedule predeployment threat briefings for unit personnel deploying overseas. Briefings will consist of the current terrorist, criminal and military threat at the deployed location. Additionally, UDOs must ensure deploying personnel receive Level I AT training within 6 months prior to deploying. This training is conducted at the unit or group level by a certified Level II AT instructor and must be documented by the unit training manager.

3.23.3.1. (AMCS1). The 89 AW AT/FP Officer/NCOIC will submit annual training requests for courses such as Level II Installation AT Officer/NCO Training, Dynamics of International Terrorism, Combating Terrorism on Military Installations, and the Individual Terrorism Awareness Course, to the 89 AW for funding.

3.24.8.1. (AMCS1). Host/tenant unit commanders will ensure all assigned unit personnel (and their families where applicable) receive Level I AT training annually, within 6 months prior to deploying and when traveling overseas on leave. Unit training managers will document this training, as a minimum, this will include full name, rank, SSN, and date of Level I training. This information will be provided to the 89 AW AT/FP Officer/NCOIC, upon request, so it may be forwarded to HQ AMC/SFOP.

3.24.8.1.2. (Added) The 89 MSS (outbound assignments) will develop written procedures in conjunction with out-processing procedures to verify that Level I AT and area of responsibility (AOR) specific threat and medical threat training is conducted prior to personnel and their families going overseas PCS. The unit of the departing member will conduct Level I AT training. If a certified trainer is not available within the unit, another unit may provide this training.

3.24.8.1.2.1. (Added) Each unit commander will ensure that personnel in their unit receive Level II training and are available to conduct Level I training. Ensure the AT/FP Officer/NCOIC have the names of

Level II trained personnel. Unit commanders will also ensure the AT/FP Officer/NCOIC is notified of the total number of personnel AT Level I trained. This will be reported quarterly by the 15th of Jan, Apr, Jul, and Oct.

Attachment 7 (Added)**90-DAY RAMS MATRIX**

SAMPLE			
<u>“This information would be classified “For Official Use only” if it was not a sample”</u>			
Unit	Date	Time	RAM
789 CS	1 Sep 00	1100-1135	100% ID check of all personnel entering Bldg 1558
89 SVS	2 Sep 00	0945-1015	Limit parking access to bldg 4442. Use one entry point, 100% ID check
89 MXS	3 Sep 00	1420-1450	Walk through of Bldg 1932 for suspicious packages (2-person team)
89 TRANS	4 Sep 00	0845-0915	Walk/drive through of compound for suspicious packages (2-person team)
89 MDG	5 Sep 00	1110-1145	100% ID check of personnel entering Bldg 1075
89 APS	6 Sep 00	1815-1900	100% ID check of personnel entering Bldg 1245
459 AW	7 Sep 00	1250-1320	100% ID check of personnel entering Bldg 3755
1 HS	8 Sep 00	1330-1400	100% ID check of personnel entering Bldg 1914
89 AW	9 Sep 00	1000-1030	100% ID check of personnel entering Bldg 1535 (East Entrance) (“D” wing)
89 AGS	10 Sep 00	1455-1525	100% ID check of personnel entering Hangar 6, main entrance (2 persons)
89 SUPS	11 Sep 00	1800-1900	Walk around fuels compound, bldg 3014, looking for suspicious packages (2-person team)
113 WG	12 Sep 00	0830-0900	Walk through of Bldg 3766 looking for suspicious packages (2-person team)
“FOR OFFICIAL USE ONLY”			
SAMPLE			

NOTE: This check sheet is used for both unit and security forces RAMs.

Attachment 8 (Added)

UNIT RANDOM ANTITERRORISM MEASURES (RAMS) CHECK SHEET

SAMPLE

UNIT RANDOM ANTITERRORISM MEASURES (RAMs) CHECK SHEET

DATE: _____ | TIME: _____ UNIT: _____

LOCATION OF RAM: _____

RANKS AND FULL NAMES OF PERSONNEL CONDUCTING RAM:

NUMBER OF PERSONNEL/VEHICLES CHECKED: _____

NUMBER OF PERSONNEL/VEHICLES ALLOWED ENTRY: _____

NUMBER OF PERSONNEL DENIED ENTRY: _____

REASON(S) ENTRY WAS DENIED:

ACTIONS TAKEN:

AREA INSPECTED: _____

RESULTS OF INSPECTION:

RANK/FULL NAME/INITIALS OF UNIT AT/FP REP: _____

UNIT COMMANDER SIGNATURE: _____

(NOTE: FORWARD COMPLETED CHECK SHEET TO 89 SFS/SFOF.)

SAMPLE

Attachment 9 (Added)

SECURITY FORCES RANDOM ANTITERRORISM MEASURES (RAMS) CHECK SHEET

SAMPLE

SECURITY FORCES RANDOM ANTITERRORISM MEASURES (RAMs) CHECK SHEET

DATE: _____ | TIME INITIATED: _____ TIME COMPLETED: _____

LOCATION OF RAM: _____

PERSON(S) CONDUCTING RAM: (RANK/FULL NAME/CALL SIGN)

LICENSE PLATE NUMBER: _____

DD FORM 2220: _____

DATE/TIME: _____

K-9 USED: YES/NO (circle one)

REMARKS:

PERSON(S) CONDUCTING RAM: (RANK/FULL NAME/CALL SIGN)

LICENSE PLATE NUMBER: _____

DD FORM 2220: _____

DATE/TIME: _____

K-9 USED: YES/NO (circle one)

REMARKS:

(NOTE: FORWARD COMPLETED CHECK SHEET TO 89 SFS/SFOF.)

SAMPLE

JAMES A. HAWKINS, Brigadier General, USAF
Commander, 89th Airlift Wing